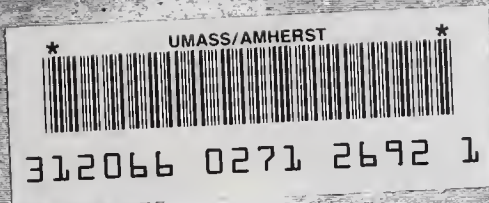


MASS. EA10/2: M38/7/2001



Massachusetts Historic Landscape Preservation Grant Program Round IV

FY 2001 Program Guidelines



Commonwealth of Massachusetts
Department of Environmental Management
February, 2000

DEADLINE FOR SUBMISSION OF PROPOSALS: May 15, 2000 at 4:00 P.M.



Commonwealth of Massachusetts
Paul Cellucci, *Governor*

Commonwealth of Massachusetts
Jane Swift, *Lieutenant Governor*

Executive Office of Environmental Affairs
Bob Durand, *Secretary*

Department of Environmental Management
Peter C. Webber, *Commissioner*

Division of Resource Conservation
Martin Suuberg, *Deputy Commissioner*

Office of Historic Resources
Patrice Kish, *Director*

Historic Landscape Preservation Grant Program
Katy Lacy, Program Manager
Kristin Kitts, Grant Administrator
Tim Orwig, Program Intern



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Cover Image: Nathan Tufts Park, Somerville

FOREWORD

On behalf of Governor Paul Cellucci and Lieutenant Governor Jane Swift, the Executive Office of Environmental Affairs (EOEA) and the Department of Environmental Management (DEM) are pleased to announce the fourth round of the Massachusetts Historic Landscape Preservation Grant program. This unique matching grant program represents a critical component of EOEA's and DEM's ongoing efforts to preserve and protect the natural and cultural resources precious to each community throughout the Commonwealth.

Massachusetts offers an impressively rich array of *public* landscapes, ranging from formal parks and cemeteries, to historic roads and scenic farmland. These cherished properties define the individual character of each of our communities, and promote a sense of identity and pride of place for those who live there. Expanding on the success of DEM's Olmsted Historic Landscape Preservation Program, the Massachusetts Historic Landscape Preservation Grant program supports long-deferred improvements for the full range of significant public landscapes in Massachusetts, including town commons, former estates, cemeteries, farms and the grounds of public buildings. Since its establishment in 1997, this new program has already provided more than 2.5 million dollars in matching funds for critical landscape preservation projects in cities and towns across the state. Through successful partnerships with municipal volunteers and staff, the Massachusetts Historic Landscape Preservation Grant program has served to stabilize, revitalize and promote a deeper understanding of the historic landscapes unique to each community.

We actively invite applications from all regions of the Commonwealth for this upcoming round of the Massachusetts Historic Landscape Preservation Grant program. We look forward to working together to preserve Massachusetts' irreplaceable landscape legacy.



Bob Durand, Secretary
Executive Office of Environmental Affairs



Peter C. Webber, Commissioner
Department of Environmental Management

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Massachusetts Audubon Society / DEM Board Member

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Ms. Elsa Fitzgerald, Assistant Director
Massachusetts Historical Commission

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Olmsted Center for Landscape Preservation, National Park Service

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Ms. Jennifer Jillson Soper, Regional Planner
Executive Office of Environmental Affairs

Ms. Liz Vizza, ASLA
Boston Society of Landscape Architects

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What is the Historic Landscape Preservation Grant Program?

The Historic Landscape Preservation Grant Program was established in 1997 by an act of the Massachusetts State Legislature to provide Massachusetts cities and towns with matching grant funds and direct technical assistance to preserve significant historic landscapes.

Municipalities throughout Massachusetts are stewards of an impressively broad array of historic landscapes including cemeteries, commons, parks, former estates, military sites, farmsteads, and the grounds of public buildings. Whether formal or vernacular, these landscapes serve as the backdrop for each community's rich heritage, and define the character of each city and town. However, many of these landscapes are over a century old, and suffer from deferred maintenance,

inappropriate design decisions and simple wear and tear. Through matching grants, direct technical assistance, training and outreach, the Historic Landscape Preservation Grant Program provides municipalities throughout Massachusetts with practical steps that they can take to preserve and protect significant public landscapes in their community.

- **Landscape Preservation Grants**

In the course of its first three grant rounds, the Historic Landscape Preservation Grant Program has provided more than 70 individual grants to fifty cities and towns across the Commonwealth. The projects funded through the HLPGP have ranged from emergency stabilization of a single historic tree, to long-term master plans for entire historic landscapes. Despite the diversity of projects, successful applicants have uniformly conveyed the community's passionate dedication to the landscape in question, and a strong commitment to support the proposed scope of work.

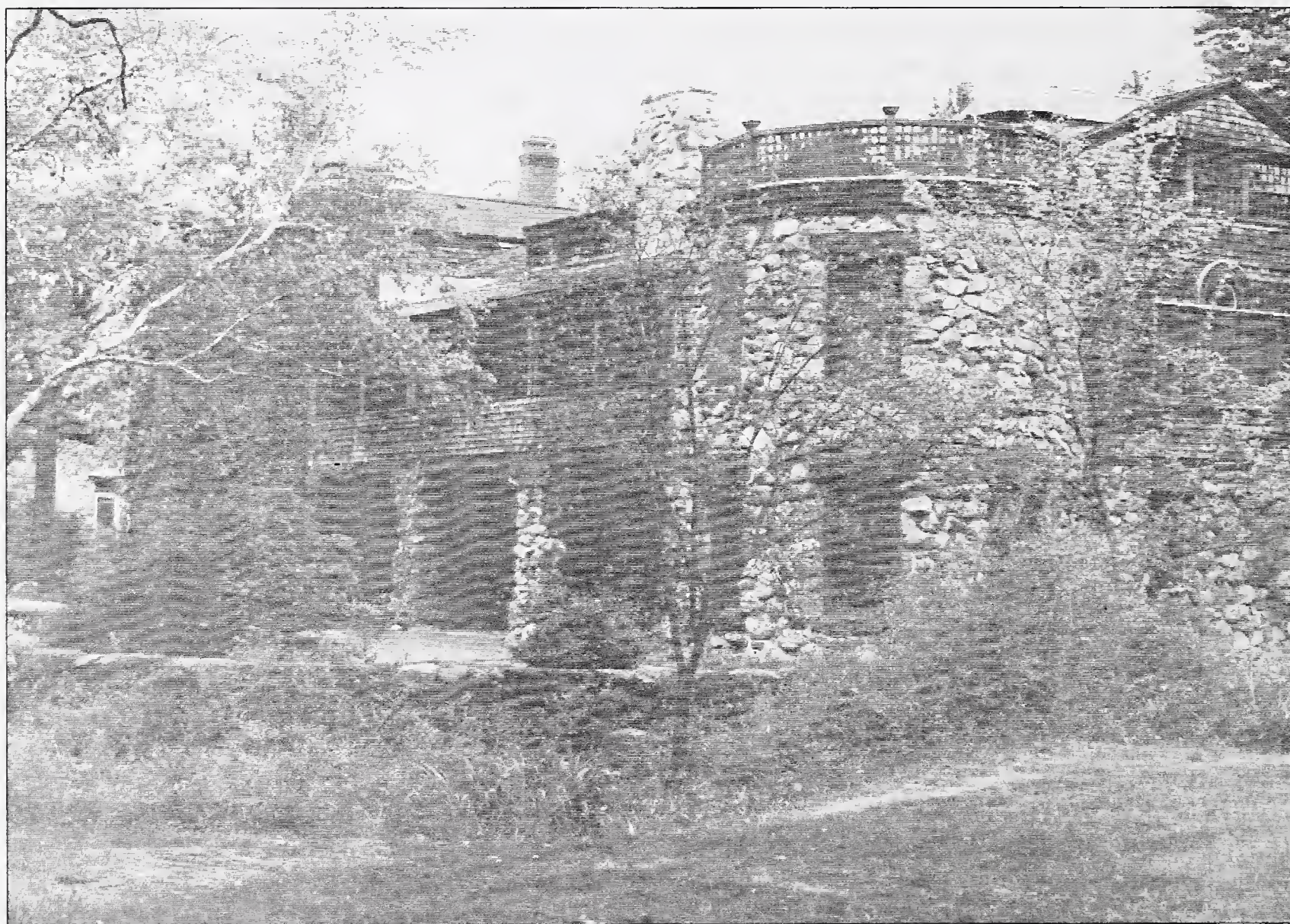
- **Direct Technical Assistance**

On a nearly daily basis, program staff provide guidance and technical assistance to the public on all issues related to historic landscape preservation, ranging from the development of project scopes, to the review of final products. Technical Assistance also includes the development and implementation of special, one-time projects addressing critical issues identified through the grant program. Over the past year, the Program's technical assistance activities focused on the development of a unique, one-time Historic Cemeteries Preservation Initiative, providing preservation planning services for twenty municipally-owned cemeteries and burial grounds across the Commonwealth as well as the development and distribution of general guidelines for historic cemetery preservation. Based on the success and cost effectiveness of the Cemetery Program, the HLPGP Program has launched a similar project for FY 2000 that will focus on municipal commons, greens and town parks.

- **Training and Outreach**

Program training efforts each year range from grant-writing workshops targeting distinct regions of the state, to statewide conferences and forums. Throughout the year, HLPG staff responds to requests to appear at public meetings, conferences and special site visits.

The Massachusetts Historic Landscape Preservation Grant Program is administered by the Massachusetts Department of Environmental Management's Office of Historic Resources. Program oversight and guidance is provided by a Statewide Advisory Committee comprised of landscape preservation experts and advocates from universities, non-profits, government agencies and the private sector. Finally, the HLPGP benefits greatly from partnerships with other preservation organizations including the Massachusetts Historical Commission, Historic Massachusetts, Inc. and the National Park Service.



Robert Treat Paine Estate, Waltham

PROGRAM GOALS

The program's aim is to preserve the full spectrum of historic landscapes and to promote awareness of their significant contribution to our quality of life. Through the Historic Landscape Preservation Grant Program, DEM hopes to accomplish the following goals:

- ◆ Encourage the preservation of historic landscapes, their character-defining features, and historic site character
- ◆ Provide a framework for long term preservation of historic landscapes, which encourages foresight in balancing ongoing programmatic needs with long-term resource protection
- ◆ Promote community participation, advocacy and stewardship of Massachusetts' historic landscapes through the establishment of friends groups and other innovative methods
- ◆ Encourage appropriate and cost effective solutions for the rehabilitation and efficient maintenance of historic landscapes
- ◆ Develop thoughtful solutions for addressing inconsistencies in the original design intent of historic landscapes
- ◆ Encourage policies and procedures for protecting historic landscapes and abutting land critical to their character
- ◆ Provide opportunities for training and educational programs related to landscape preservation
- ◆ Encourage communities to be creative in seeking additional and ongoing funding sources to support landscape preservation efforts.

CONDITIONS OF FUNDING

Who May Apply?

- *Only Massachusetts municipalities may apply for funds*, though preference will be given projects that involve a partnership with a friends group or citizens advisory committee.
- The HLPG will accept applications addressing landscapes that are 1) municipally-owned or 2) not owned by a municipality, but open to the public. Projects addressing properties that are *not* municipally owned will be considered only if sufficient evidence is provided that such project is in the public benefit, and that unrestricted public access will be guaranteed. Further, whether the property in question is municipally owned or not, *the application for funds must be submitted by a municipality.*
- The property must be listed, or eligible for listing, on the State or National Register of Historic Places. For construction projects the property must actually be listed on the state or National Register. If the property is not already listed, only planning and inventory projects will be funded.
- Municipalities may submit more than one project, though communities are urged to prioritize grant requests.



West Cemetery, Amherst

What Types of Projects are Eligible for Funding?

The following types of projects are eligible for funding through the Historic Landscape Preservation Grant Program:

- **Inventory and Planning** projects including historic landscape inventories, surveys, historic landscape reports, National Register nominations, park user studies, landscape preservation master plans, preservation maintenance plans, construction documents and specifications, pre-acquisition studies, pre-development studies;
- **Construction** projects including stabilization, protection, rehabilitation and restoration projects that are consistent with current planning documents and preservation objectives;
- **Preservation Maintenance** projects including cyclic maintenance activities essential to the long-term protection and preservation of historic fabric and features of a site such as vegetative restoration, or staff training necessary to implement an innovative preservation maintenance program; and
- **Public Education and Stewardship** activities including workshops, school programs, brochures, signage, and interpretive elements for the purpose of providing public awareness and support for historic preservation and rehabilitation efforts.

Ineligible Activities

The focus of the Historic Landscape Preservation Grant Program is on the preservation of existing historic landscapes and their character-defining landscape features. To this end, the following activities are *not eligible for funding* through this program:

- Development or acquisition of *new* landscapes (contemporary or “period”), such as parks, recreational facilities, or the grounds of public buildings;
- Construction or installation of *new* features, facilities, buildings or structures, including gazebos, walls, fences, walks, curbs, parking areas, monuments, memorials; unless they are critical to the preservation or protection of a site’s historic character;
- Installing or upgrading site utilities or infrastructure such as lighting, septic, or irrigation systems;
- Maintenance work that is routine, such as regularly scheduled repair, mowing, or painting, or deferred maintenance resulting from neglect, benign or otherwise;

- Projects that focus on the restoration, upgrading or improvement of individual buildings and structures. In rare instances, projects will be considered which address the preservation of historic structures and features that were a part of the original design intent of a historic landscape, or to remove or relocate intrusive or incompatible structures;
- Paying staff salaries, or engaging personnel not directly related to the planning or implementation of the project.



Historical Image of Lee Town Common

Amount of Request

- For **Planning and Inventory** Projects, or **Public Education and Stewardship** Projects, DEM will award up to \$50,000 per project per year.
- For **Construction** or **Preservation Maintenance Projects**, DEM will provide up to \$100,000 per project per year.
- Municipalities with projects requiring greater funding are eligible to apply for a multi-year grant. Projects will be evaluated on an equal status regardless of whether they are one year or multi-year proposals.
- Work completed prior to grant award will not be funded.

DEM reserves the right to adjust the grant amount and work with communities to modify project scopes.

Match Requirement

- In order to receive a grant, the municipality is required to provide a cash match of between 30% and 48% of the *total project cost*.
- The amount of local matching funds required is determined by the municipality's equalized valuation per capita decile rank among all Massachusetts municipalities as determined by the Secretary of Administration and Finance.
- The municipal cash match can include municipally appropriated, or privately raised funds.
- In-kind services are not eligible to be used toward the match.
- Other state funds cannot be used to match the Historic Landscape Preservation funds.
- In the event that a municipality is unable to satisfy the match requirement for a multi-year project at the start of the project, DEM has the right to approve a phased or alternate budget plan cost.

Please see Appendix E for additional information on how to calculate the cash match.

Reimbursement Program

- The Historic Landscape Preservation Grant Program is a reimbursement program. The municipality must pay for project expenses up front prior to reimbursement by the state.
- The municipality must appropriate or secure the *entire* project cost (municipal match *and* the amount of the state share) before or shortly after the grant contract has been signed and executed.
- DEM will make no reimbursements to the municipality until a certified copy of the vote authorizing the appropriation and expenditure of project funds, or a letter from the municipal treasurer indicating that the funds are available, has been received.
- Municipalities can submit for reimbursement throughout the project period. The Commonwealth will reimburse Grant recipients after work has been completed and approved by DEM, and invoices have been paid by the municipality.
- Costs incurred prior to grant approval are not eligible for reimbursement.



Fort Pheonix, Fairhaven (John K. Nanian, Photography)

PROJECT SELECTION CRITERIA

Applications for funding eligible projects will be evaluated by DEM based on the overall quality and responsiveness of the application. The following criteria will be used to evaluate all proposals:

- ◆ Demonstrated cultural or historical significance of the landscape, with preference given to those that are already listed on the State or National Register of Historic Places
- ◆ Appropriateness of proposed scope of work and compatibility with the site's historic character and current planning documents
- ◆ Demonstrated commitment by the municipality to preserve and protect its historic resources including its historic parks and landscapes
- ◆ Demonstrated public benefit and public access
- ◆ Demonstration of community support and public investment
- ◆ Demonstration of potential threat to site
- ◆ Demonstration of long term preservation maintenance commitment for the proposed landscape
- ◆ Demonstrated ability to administer grant-funded project within budget and on schedule
- ◆ Compliance with the Americans with Disabilities Act
- ◆ Equitable regional distribution of grant funds

APPENDIX A

Enabling Legislation

Acts of 1996, Section 32 of Chapter 15:

"Item 2120-8882 of section 2 of chapter 564 of the acts of 1987 is hereby amended by striking out the wording and inserting in place thereof the following:- For the preparation of the studies and plans, engineering services, acquisition, construction, rehabilitation, and restoration of historic landscapes, including, but not limited to, Olmsted parks in the commonwealth; provided however that the Department of Environmental Management shall establish a municipal grant program for the purposes described herein... For expenditures under said grant program, a municipal cash grant of no less than ten percent and no more than fifty percent of the total project cost shall be required."

Acts of 1987, Section 2 of Chapter 564:

"For a study which shall include an inventory, and the preparation of plans, if necessary, and for the acquisition, rehabilitation and restoration of the Olmsted Parks in the commonwealth; provided that the Department of Environmental Management is hereby authorized to make grants to municipalities for studies, planning, engineering services, and for construction and the restoration of said Olmsted Parks. Amounts appropriated herein to be in addition to amounts appropriated in item 2120-8841 of section four of chapter seven hundred and twenty-three of the acts of nineteen and eighty three - \$17,000,000"

Acts of 1983, Section 4, Chapter 723

"Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows: For study, and the preparation of plans, if necessary, and for the rehabilitation and restoration of the Olmsted parks in the commonwealth including, the Olmsted park in the city of Boston and the town of Brookline including Franklin Park, Olmsted Park and Jamaica Pond, the Riverway, and the Back Bay Fens, the Kennedy Park in the city of Fall River, the Lynn Woods and High Rock Reservations in the city of Lynn; Forest Park in the City of Springfield; D.W. Field Park in the city of Brockton, Buttonwood Park in the city of New Bedford, and Elm Park in the city of Worcester - \$15,000,000."

APPENDIX B

Required Responsibilities of the Municipality and the Department of Environmental Management

Required Responsibilities of the Municipality

1. Execution of a Grant Agreement

The municipality shall enter into a grant agreement which sets forth mutual obligations of the parties, the scope of work, and states administrative requirements associated with the implementation of the program.

2. Match Requirement

The municipality shall satisfy the match requirement as specified in the Program Guidelines. In the event that a municipality is unable to satisfy the match requirement for a multi-year project at the start of the project, DEM has the right to approve a phased or alternate budget plan.

3. Allocation of Total Project Cost

The municipality shall raise or appropriate the entire project cost shortly after the grant agreement is executed if it has not already been appropriated. DEM will make no reimbursements to the municipality until a certified copy of the vote authorizing the appropriation and expenditure of project funds, or a letter from the municipal treasurer indicating the funds are available or the funds have been allocated has been received.

4. Establishment of an Advisory Committee or Friends Group

The municipality shall establish an advisory committee or friends group to oversee and provide guidance on the project.

5. Consistency with US Secretary of Interior's Standards for the Treatment of Historic Properties and the Guidelines for the Treatment of Cultural Landscapes. The municipality will ensure that all projects will be consistent with the *United States Secretary of the Interior's Standards for the Treatment of Historic Properties* and the *Guidelines for the Treatment of Historic Landscapes*.

6. Designation of Local Project Manager

The municipality shall assign a project manager from the municipal staff, unless otherwise arranged with the approval of DEM, to coordinate all activities relative to the implementation of the project.

7. Compliance with Grant Agreement and State Laws

The municipality shall perform all planning, design, construction, construction supervision and any other activities relative to the implementation of the project, in a satisfactory manner and in full accordance with the provisions of the grant agreement and all applicable federal, state and municipal laws and regulations. Copies of all applicable licenses and permits shall be on file with DEM.

8. Provision of Universal Access

When applicable, the municipality will ensure provision of universal accessibility to the highest degree possible within the historic landscape.

9. Compliance with MCAD

The municipality shall be in compliance with the guidelines of the Massachusetts Commission Against Discrimination.

10. Project Notification to MHC

The municipality shall submit a Project Notification Form (PNF) to the Massachusetts Historical Commission for approval of any activities which may physically impact a historic resource.

11. Coordination of Public Information Meeting

The municipality shall coordinate at least one public information meeting relative to the implementation of the project.

12. Acknowledgment of Funding

Throughout your project, the Department of Environmental Management and the Historic Landscape Preservation Grant Program must be acknowledged in your press releases, announcements, signs, and all final products and reports. The suggested text is

This project was funded in part through a grant from the Massachusetts Department of Environmental Management, Historic Landscape Preservation Grant Program.

13. Sign Requirement

For construction projects, grant recipients must display a project identification sign at a prominent location on the project site while the work is in place. A detailed sign specification will be provided to the municipality by DEM at the time of the grant award. However, at a minimum, the sign must contain the following information: 1) Property Name; 2) Project Title; 3) Acknowledgments (Massachusetts Department of Environmental Management, Commissioner Peter C. Webber, and the Historic Landscape Preservation Grant Program). The name of the grant recipient, consultant, contractor, municipal officials or others may also be included. The sign is a condition of the grant award, and is an eligible cost.

- 14. Contracts Submitted for DEM Review**
Prior to the execution of any subcontract for work related to the project, the municipality shall submit a copy of the contract to DEM for review. A copy of the executed contract shall be provided to DEM for the project file.
- 15. Approval for Changes to Project Scope**
The municipality shall obtain the prior approval of DEM for any changes that materially affect the project scope including any amendments, additions, deletions or change orders.
- 16. Notification of Meetings**
The municipality shall notify DEM in advance of all meetings, presentations and events relative to the implementation of the project.
- 17. Establishment of a Financial Management System**
The municipality shall establish a financial management system that provides for accurate and complete disclosure of all funds received and disbursed relative to the project. Records shall be maintained containing information relative to DEM grant payments, grant funds remaining, remaining obligations and funds received from other sources.
- 18. Notification to DEM of Any Project Delays, Shortfalls, Cost Overruns**
The municipality shall report any project shortfalls or cost overruns to DEM. DEM shall not be responsible for any budget shortfalls.
- 19. Submission of Periodic Project Reports**
The municipality shall submit periodic progress reports to DEM during the grant period.
- 20. Submission of a Final Report**
The municipality shall prepare and submit a final project report to DEM within 90 days of completion of the project.
- 21. Draft Submittals for DEM Review**
The municipality shall submit two (2) copies of all draft submittals (including reports, National Register nominations, schematic design plans, cost estimates, construction documents, specifications, final working drawings and contract documents) to the Department for review. The municipality shall incorporate DEM's comments and shall resubmit the revised documents for review by DEM.
- 22. Distribution of Final Products**
The municipality shall develop and implement a distribution plan for all final products that will include but not be limited to DEM, local legislators, Historical Commission,

Public Library, Friend's Group, Chief Elected Officials, the Massachusetts State Archives and the Massachusetts Historical Commission. Prior to the actual distribution of final products, such distribution plan shall be submitted to DEM for review. The production, duplication, and distribution of final products is an eligible project expense and should be reflected in the project budget.

23. Submission of a Maintenance Plan

For all Construction and/or Preservation Maintenance Projects, the municipality shall submit, prior to its request for final grant payment, a maintenance plan in which it will commit to the maintenance of the landscape so as to "preserve the appearance and historic integrity of the materials, workmanship, configuration and function of the park or landscape" and include, at a minimum, general standards for maintenance, maintenance procedures and schedule.

24. Contingency

The municipality shall maintain the property addressed by the project as a publicly accessible open space. In the event that the municipality shall sell, lease, or fundamentally alter the use of the property the municipality shall be required to reimburse DEM for the full amount of the grant award, and further funding through this program may be jeopardized.

Responsibilities of the Department of Environmental Management

DEM, through its program staff and Statewide Advisory Committee, will provide the following administrative services as necessary for program administration:

1. Establishment of Statewide Advisory Committee

DEM shall establish a Statewide Advisory Committee to provide program guidance and direction including the following:

- a) Serve as informational and advisory resource to municipalities, Program staff and consultants;
- b) Review guidelines and selection criteria;
- c) Review and provide input into the evaluation of grant proposals. In addition, members may be called upon from time to time to review historic documentation, master plans, landscape improvement construction materials, and methods and procedures; and review program informational publications, presentations, etc.

2. Fiscal Management

DEM shall conduct comprehensive fiscal management and accounting for all funds authorized under the Acts of 1996, section 32 of Chapter 15.

3. DEM Staff to Coordinate and/or Assist

DEM agrees to assign staff to coordinate all of DEM's activities relative to the implementation of the Agreement. DEM agrees to provide members of its staff or such other agents as it may deem appropriate to provide technical assistance in the implementation of the project.

4. Project Review

DEM shall have the right to review and approve all draft and final products generated during the course of the project including planning reports, National Register nominations, schematic design plans, cost estimates, construction documents, specifications, final working drawings and contract documents. In the event the Department does not respond with its approval or the reasons for disapproval within 10 business days of the receipt of the documents, DEM shall be deemed to have reviewed and approved such documents.

5. Changes in Project Scope

DEM shall have the right to review any changes that materially affect the project scope including any amendments, additions, deletions or change orders. In the event that DEM does not respond with its approval or the reasons for disapproval within 10 business days of the receipt of the documents, DEM shall be deemed to have reviewed and approved such documents.

6. Site Inspection

Where applicable, DEM agrees to conduct periodic inspections of the project site to review construction progress.

7. Right to Publicize Projects and Program

DEM shall have the right to prepare informational reports for publication and distribution to promote community awareness.

APPENDIX C

What is a Significant Historic Landscape?

References to “significant” historic landscapes refer to those landscapes that are listed, or potentially eligible for listing on the National Register of Historic Places.

As defined by the National Historic Preservation Act of 1966 and National Register Criteria, to be eligible for the National Register a landscape must retain integrity of location, design, setting, feeling, and association, and

- a. be associated with events that have made a significant contribution to the broad patterns of history or
- b. be associated with the lives of persons significant in our past, or
- c. embody the distinctive characteristics of a type, period, or method of construction, or that represent the work of a master, or that possess high artistic values, or that represent a significant and distinguishable entity whose components may lack individual distinction, or
- d. have yielded, or may be likely to yield information important in prehistory or history.¹

The Historic Landscape Preservation Grant Program will consider projects addressing all types of historic landscapes including historic sites, historic designed landscapes and vernacular landscapes, as long as they are owned by a municipality, including but not limited to:

- parks
- residential grounds
- estate grounds
- cemeteries and burial grounds
- commemorative landscapes
- plazas/squares/greens/malls/commons or other common open spaces
- grounds of public and civic buildings (schools, government buildings, train stations, etc.)
- parkways, drives and trails
- agricultural landscapes (farms, orchards, woodlots)
- industrial grounds
- archeological sites

¹ National Register Bulletin 15: *How to Apply the National Register Criteria for Evaluation*. Washington, D.C.: U.S. Department of the Interior. NPS, Interagency Resources Division, 1991.

APPENDIX D

The Secretary of the Interior's Standards for the Treatment of Historic Properties 1995

U. S. Department of the Interior
National Park Service
National Center for Cultural Stewardship
& Partnership Programs
Heritage Preservation Services
Washington, D.C.

The Secretary of the Interior is responsible for establishing professional standards and providing advice on the preservation and protection of all cultural resources listed on or eligible for listing on the National Register of Historic Places.

Treatments

There are Standards for four distinct, but interrelated, approaches to the treatment of historic properties-Preservation, Rehabilitation, Restoration, and Reconstruction. **Preservation** focuses on the maintenance and repair of existing historic materials and retention of a property's form as it has evolved over time. (Protection and Stabilization have now been consolidated under this treatment.) **Rehabilitation** acknowledges the need to alter or add to a historic property to meet continuing or changing uses while retaining the property's historic character. **Restoration** is undertaken to depict a property at a particular period of time in its history, while removing evidence of other periods. **Reconstruction** re-creates vanished or non-surviving portions of a property for interpretive purposes.

In summary, the simplification and sharpened focus of these revised sets of treatment Standards is intended to assist users in making sound historic preservation decisions. Choosing an appropriate treatment for a historic property, whether preservation, rehabilitation, restoration, or reconstruction is critical. This choice always depends on a variety of factors, including the property's historical significance, physical condition, proposed use, and intended interpretation.

Preservation is defined as the act or process of applying measures necessary to sustain the existing form, integrity, and materials of an historic property. Work, including preliminary measures to protect and stabilize the property, generally focuses upon the ongoing maintenance and repair of historic materials and features rather than extensive replacement and new construction. New exterior additions are not within the scope of this treatment; however, the limited and sensitive upgrading of mechanical, electrical, and plumbing systems

and other code-required work to make properties functional is appropriate within a preservation project.

Standards for Preservation

1. A property will be used as it was historically, or be given a new use that maximizes the retention of distinctive materials, features, spaces, and spatial relationships. Where a treatment and use have not been identified, a property will be protected and, if necessary, stabilized until additional work may be undertaken.
2. The historic character of a property will be retained and preserved. The replacement of intact or repairable historic materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of time, place, and use. Work needed to stabilize, consolidate, and conserve existing historic materials and features will be physically and visually compatible, identifiable upon close inspection, and properly documented for future research.
4. Changes to a property that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. The existing condition of historic features will be evaluated to determine the appropriate level of intervention needed. Where the severity of deterioration requires repair or limited replacement of a distinctive feature, the new material will match the old in composition, design, color, and texture.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.

Rehabilitation is defined as the act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural, or architectural values.

Standards for Rehabilitation

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.
10. New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

Restoration is defined as the act or process of accurately depicting the form, features, and character of a property as it appeared at a particular period of time by means of the removal of features from other periods in its history and reconstruction of missing features from the restoration period. The limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make properties functional is appropriate within a restoration project.

Standards for Restoration

1. A property will be used as it was historically or be given a new use which reflects the property's restoration period.
2. Materials and features from the restoration period will be retained and preserved. The removal of materials or alteration of features, spaces, and spatial relationships that characterize the period will not be undertaken.
3. Each property will be recognized as a physical record of its time, place, and use. Work needed to stabilize, consolidate and conserve materials and features from the restoration period will be physically and visually compatible, identifiable upon close inspection, and properly documented for future research.
4. Materials, features, spaces, and finishes that characterize other historical periods will be documented prior to their alteration or removal.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize the restoration period will be preserved.
6. Deteriorated features from the restoration period will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials.
7. Replacement of missing features from the restoration period will be substantiated by documentary and physical evidence. A false sense of history will not be created by adding conjectural features, features from other properties, or by combining features that never existed together historically.
8. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
9. Archeological resources affected by a project will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
10. Designs that were never executed historically will not be constructed.

Reconstruction is defined as the act or process of depicting, by means of new construction, the form, features, and detailing of a non-surviving site, landscape, building, structure, or object for the purpose of replicating its appearance at a specific period of time and in its historic location.

Standards for Reconstruction

1. Reconstruction will be used to depict vanished or non-surviving portions of a property when documentary and physical evidence is available to permit accurate reconstruction with minimal conjecture, and such reconstruction is essential to the public understanding of the property.
2. Reconstruction of a landscape, building, structure, or object in its historic location will be preceded by a thorough archeological investigation to identify and evaluate those features and artifacts which are essential to an accurate reconstruction. If such resources must be disturbed, mitigation measures will be undertaken.
3. Reconstruction will include measures to preserve any remaining historic materials, features, and spatial relationships.
4. Reconstruction will be based on the accurate duplication of historic features and elements substantiated by documentary or physical evidence rather than on conjectural designs or the availability of different features from other historic properties. A reconstructed property will re-create the appearance of the non-surviving historic property in materials, design, color, and texture.
5. A reconstruction will be clearly identified as a contemporary re-creation.
6. Designs that were never executed historically will not be constructed.

Selection of an Appropriate Treatment

Preservation as a Treatment. When the property's distinctive materials, features, and spaces are essentially intact and thus convey the historic significance without extensive repair or replacement; when depiction at a particular period of time is not appropriate; and when a continuing or new use does not require additions or extensive alterations, Preservation may be considered as a treatment. Prior to undertaking work, a documentation plan for Preservation should be developed

Rehabilitation as a Treatment. When repair and replacement of deteriorated features are necessary; when alterations or additions to the property are planned for a new or continued use; and when its depiction at a particular period of time is not appropriate, Rehabilitation may be considered as a treatment. Prior to undertaking work, a documentation plan for Rehabilitation should be developed.

Restoration as a Treatment. When the property's design, architectural, or historical significance during a particular period of time outweighs the potential loss of extant materials, features, spaces, and finishes that characterize other historical periods; when there is substantial physical and documentary evidence for the work; and when contemporary alterations and additions are not planned, Restoration may be considered as a treatment. Prior to undertaking work, a particular period of time, i.e., the restoration period, should be selected and justified, and a documentation plan for Restoration developed.

Reconstruction as a Treatment. When a contemporary depiction is required to understand and interpret a property's historic value (including the re-creation of missing components in a historic district or site); when no other property with the same associative value has survived; and when sufficient historical documentation exists to ensure an accurate reproduction, Reconstruction may be considered as a treatment. Prior to undertaking work, a documentation plan for Reconstruction should be developed

Resource Types

The Secretary of the Interior's Standards for the Treatment of Historic Properties may be applied to one historic resource type or a variety of historic resource types; for example, a project may include a complex of buildings such as a house, garage, and barn; the site, with a designed landscape, natural features, and archeological components; structures such as a system of roadways and paths or a bridge; and objects such as fountains and statuary.

Historic Resource Types & Examples

Building: houses, barns, stables, sheds, garages, courthouses, city halls, social halls, commercial buildings, libraries, factories, mills, train depots, hotels, theaters, stationary mobile homes, schools, stores, and churches.

Site: habitation sites, funerary sites, rock shelters, village sites, hunting and fishing sites, ceremonial sites, petroglyphs, rock carvings, ruins, gardens, grounds, battlefields, campsites, sites of treaty signings, trails, areas of land, shipwrecks, cemeteries, designed landscapes, and natural features, such as springs and rock formations, and land areas having cultural significance.

Structure: bridges, tunnels, gold dredges, firetowers, canals, turbines, dams, power plants, corn-cribs, silos, roadways, shot towers, windmills, grain elevators, kilns, mounds, cairns, palisade fortifications, earthworks, railroad grades, systems of roadways and paths, boats and ships, railroad locomotives and cars, telescopes, carousels, bandstands, gazebos, and aircraft.

Object: sculpture, monuments, boundary markers, statuary, and fountains.

District: college campuses, central business districts, residential areas, commercial areas, large forts, industrial complexes, civic centers, rural villages, canal systems, collections of habitation and limited activity sites, irrigation systems, large farms, ranches, estates, or plantations, transportation networks, and large landscaped parks.

The Technical Preservation Services Branch (TPS), Heritage Preservation Services Division, prepares illustrated guidelines to assist property owners and others in applying the treatment Standards to specific property types, such as historic buildings and landscapes. Guidelines establish a model process to follow when planning for treatment, providing technical and design recommendations within a consistent philosophical context. Please write: Technical Preservation Services, National Park Service, P.O. Box 37127, Washington, D.C. 200137127 for further information as well as order forms.

TPS publishes other educational information on preserving, rehabilitating, and restoring historic buildings and landscapes. Many TPS publications, such as the *Preservation Briefs* series, are available from the Superintendent of Documents, Government Printing Office. Write to TPS at the above address for a free copy of the current *Catalog of Historic Preservation Publications*, which includes stock numbers, prices, and a convenient order form.

Appendix E

How to Calculate the Municipal Cash Match and State Grant

1. The first step is to calculate the total project cost, including all planning, construction, materials, publicity, etc.
2. The next step is to determine the required municipal cash match. This information can be obtained by contacting DEM at 617-626-1379. Please note, this percentage number can differ depending on the municipality. The cash match percentage is based on the municipality's equalized valuation per capita decile rank among all Massachusetts municipalities as determined by the Massachusetts Secretary of Administration and Finance.
3. Multiply the total project cost times the municipality's required match percentage and you will obtain the required cash match the municipality must provide.

For example, if it was determined that the total project cost was \$40,000 and the municipal cash match percentage was 34%, the municipal cash match, or the amount the municipality would have to cover, would be $\$40,000 \times .34$, or \$13,600. The amount of state grant funds to apply for would be $40,000 - 13,600$, or \$26,400.

Another example:

How much should the municipality apply for if only has a limited amount of funds available for a matching share?

1. First, contact DEM to determine the match requirement for your city or town. Please note that this percentage number will differ depending on the municipality.
2. Let's say that the match requirement for your particular municipality must not exceed 40% of the total project cost. Thus, if the municipality has \$10,000 available for the project, the \$10,000 would equal 40% of the total project ($\$10,000 = .4X$)
3. The total project cost can be calculated by dividing \$10,000 by .40, which equals \$25,000. Thus with a \$10,000 municipal match, the total cost of the project should be no higher than \$25,000.
4. The state share to apply for would be \$15,000 ($\$25,000 - \$10,000$).

APPENDIX F

Historic Landscape Preservation Grant Program Projects Funded: 1998, 1999 and 2000

<u>MUNICIPALITY</u>	<u>PROJECT TITLE</u>
Amesbury	National Register Nomination and Preservation Plan for Woodsom Farm
Amherst	West Cemetery Preservation Project
Arlington	Restoration of Winfield Robbins Memorial Garden
Barre	Rehabilitation Plan for of the Barre Common Area
Billerica	Preservation Plan for Talbot Oval
Boston	Pinebank Restoration, Jamaica Pond
Boston	Preservation Master Plans for Evergreen, Mount Hope, and Fairview Cemeteries
Boston	Rehabilitation of Path System, Granary Burying Ground
Brockton	NR Nomination and Preservation Plan for D.W. Field Park
Brookline	Restoration of Allerton Overlook
Brookline	Hall's Pond Restoration
Brookline	Horticultural Assessment and Preservation Plan, Riverway Park
Charlemont	Research and Aecessibility Study--Fairground Grandstand
Chelsea	Garden Cemetery Preservation Plan
Chelsea	Rehabilitation of Winnisimmet Park in Chelsea Square
Clinton	Reconstruction of Foster Fountain
Concord	Rehabilitation of Melvin Memorial Grounds, Sleepy Hollow Cemetery
Easton	Restoration of Olmsted Rockery
Fairhaven	Fort Phoenix Accessibility Study and Plan
Falmouth	Village Green Fence Replacement
Falmouth	National Register Nomination and Preservation Plan for Emerald Farm
Grafton	Grafton Common Preservation Plan and Stabilization
Groveland	Elm Park Preservation Plan and Construction Specifications
Hadley	Preservation of Hadley's Historic Cemeteries
Hawley	Town Cemetery Preservation Project
Holyoke	Wistariahurst Landscape Preservation Plan
Hopedale	Preservation of the Grounds of Bancroft Library
Lee	Rehabilitation of Lee Town Common
Lowell	Tyler Park Rehabilitation, Planning and Implementation
Lynn	Roadway Restoration, Lynn Woods Reservation
Marblehead	Fort Sewall Preservation Plan
Marlborough	Rehabilitation of Old Common Site
Marshfield	Thomas Webster Estate Preservation Plan
Medfield	Dwight Derby House Cultural Landscape Report
Medford	Landscape Plan for Brooks Estate, Historic Core
Melrose	Preservation of Beebe Estate
Middleborough	Preservation Plan for Oliver Mill Park
Millville	Preservation Plan for Longfellow Municipal Center

Natick	Landscape Preservation Plan, John Eliot Historic District
New Bedford	Buttonwood Park Maintenance Area Rehabilitation Plan
New Bedford	Rehabilitation of Clasky Park
Newburyport	Barlett Mall Master Plan
Newton	Houghton Garden Rehabilitation—Plans and Specs
North Adams	Hillside Cemetery Preservation Plan and Implementation
Orange	Rehabilitation of Memorial Park
Quincy	Mount Wollaston Cemetery Tree Replacement
Quincy	Merrymount Park Rehabilitation
Somerville	Preservation Plan for Nathan Tufts Park
Springfield	Van Horn Park Preservation Plan
Townsend	Rehabilitation of the Townsend Town Common
Waltham	Robert Treat Paine Estate Historic Landscape Restoration
Ware	Grenville Park Historic Vista Restoration
Wendell	Rehabilitation of Wendell Town Common
Westfield	Grandmothers' Garden Restoration Plan



Falmouth Town Green (John K. Nanian, Photography)